



TOWN HALL PARKING GARAGE UNRESERVED SPACE RENTAL AGREEMENT

Applicant applies for month-to month rental of an unreserved parking space in the basement of the Town Hall Parking Garage. This application will automatically become a contract between the applicant and the Town of Leesburg upon the Town's acceptance of the first monthly rental payment. Applicant agrees to abide by the conditions stated herein and as subsequently amended by written notice posted in the garage, mailed via certified letter to the applicant and/or posted in the applicant's vehicle. Violation of any of the conditions of this contract, or amendments thereto shall, at the option of the Town, terminate this agreement.

Applicant Information

Name: _____ **Daytime Phone:** _____

Make/Model/Color: _____ **License Plate:** _____

Employer (if responsible for Payment): _____

Billing Address: _____

1. **Unassigned Parking Space:** You may park in any parking space numbered 201 or higher (any spaces on the second and third levels of the garage). Parking on the street level and in the basement is prohibited. If you park in an unauthorized space, you may be ticketed. Repeated offenses will result in termination of this contract.
2. **Monthly Rent:** Rent is \$40.00 per month. Rent is billed on the first (1st) of each month. Payments received after the 15th of the month will be subject to a 10% late fee. Payments may be mailed to: Town of Leesburg, 25 West Market Street, Finance Department, Leesburg, VA 20176 or delivered in person to the Finance Department in Town Hall, 25 West Market Street. Rent past due more than sixty (60) days will result in termination of this contract and your pass card. The applicant will be liable for all rent, penalties, and collection fees.
3. **Identification Decal:** *The Town will provide a decal that must be applied to the rear window of the driver's side. Decals are mandatory.* If requested, a decal can be obtained for a second vehicle. If applicant will be parking a **second vehicle**, the vehicle must be registered to the applicant. Applicant will provide the Department of Finance (703-737-7007) with a copy of the registration, the license plate number, make, model, and color before parking the vehicle in the above assigned parking space.
4. **Cancellation of Contract:** Applicant will provide the Town with a minimum of 30 days notice in order to cancel this contract. Failure to do so may result in additional rent, penalties, and collection fees for which the applicant will be liable.
5. **Liability to the Town:** The Town will not be responsible for any damages to vehicles not caused by the Town. The Town assumes no responsibility for vehicles or items inside vehicles.
6. **Accidents on Premises:** If you are involved in an accident in the garage or if your vehicle is damaged while parked in the garage, you should report the accident to the parking garage attendant and the Leesburg Police Department promptly.
7. **Pass Card:** You will be issued one (1) pass card. Allowing another vehicle to enter or exit the garage with the pass card is a violation of this contract and may result in termination of this agreement. Pass cards must be surrendered to the Finance Department upon termination of this contract. Failure to do so will result in a \$10.00 charge and collection fees.

Applicant Signature: _____

Date: _____

Finance Department Use Only

Date Approved: _____ **Pass Card #:** _____ **Approved by:** _____